

*Embassy of the United States of America
Port of Spain, Trinidad, W.I.*

Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

WORK CONTROL CLERK

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR
ADDITIONAL INFORMATION.

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This position provides control over the section's work order process by receiving, logging, filing and providing status reports to service requesters. It maintains work order systems and tracks all requests to completion or cancellation.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1 **EDUCATION:** Completion of secondary school education with evidence of five (5) CXC or GCE O' levels at the general proficiency. The O' levels must include English, Office Procedures and Principles of Business or a graduate of a U.S High School required.
- 2 **WORK EXPERIENCE:** Two years of clerical work experience with an emphasis on customer service required.
- 3 **LANGUAGE PROFICIENCY:** Level III English ability (Good Working Knowledge) reading, writing and speaking required.
- 4 Proficiency in the use of the Microsoft Suite mainly Word, Excel, Access evidence by a full training certificate required.
- 5 Level II (40 wpm) of formal typing is required (may be tested).
- 6 Outstanding interpersonal skills as it relates to providing exceptional customer service required.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A current resume or curriculum vitae along with the following information.
Failure to include the following information will result in an incomplete application:

1. Position Title
2. Dates Available for Work
3. First, Middle & Last Names as well as any other names used
4. Date and Place of Birth
5. Current Address, Day, Evening, and Cell phone numbers
6. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
7. U.S. Social Security Number and/or Identification Number
8. Eligibility to work in the Country (Yes or No)
9. Special Accommodations the Mission needs to provide
10. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
11. Days available to work
12. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
13. U.S. Eligible Family Member and Veterans Hiring Preference
14. Education
15. License, Skills, Training, Membership, & Recognition
16. Language Skills
17. Work Experience
18. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business October 31, 2012 to:

(Work Control Clerk)
Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

The U.S Embassy in Port of Spain is an Equal Opportunity Employer

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.